

**Office of Executive Inspector General
Regional Transit Board Division
Position Description
Investigative Auditor**

Posting Date: September 5, 2014
Posting Close Date: Open until position is filled
Salary Range: \$3,333.50 to \$6,667.00 Monthly

POSITION SUMMARY: Under direct supervision of the Deputy Chief, and the Deputy Inspector General and Chief of the Regional Transit Board Division, serves as Investigative Auditor. The incumbent is responsible for conducting, as well as investigating, performance, compliance, financial, operational, and/or management audits of the Regional Transit Boards (RTBs), i.e., the Regional Transportation Authority, the Chicago Transit Authority, Metra, and Pace. Independently reviews and performs field audits and investigations pertaining to the RTB operations, when necessary; prepares audit reports and presentations for review by OEIG management; analyzes other audit RTB-related reports; conducts research on RTB operations and policy; and assists in the formulation of audit plans. The Investigative Auditor will assist Investigators and Assistant Inspectors General in gathering, preserving, and analyzing evidence; obtaining information via interviews and other methods; and preparing investigative reports. This position involves working within limits of authority on assignments of an extremely sensitive and confidential nature associated with investigations and legal proceedings.

ESSENTIAL RESPONSIBILITIES:

1. Coordinates and conducts proactive and reactive audits in accordance with professional standards and best practices, as appropriate; conducts audit activities in an effective and efficient manner, coordinated with external parties, and in accordance with applicable policy and procedure.
2. Evaluates the adequacy and effectiveness of controls implemented by RTBs intended to ensure the safeguarding of assets and reducing or recovering costs. Focuses on activities designed to improve efficiency, accountability, and cost-effectiveness of RTB operations. Detects violations, inadequate controls, and/or inadequate or inconsistent policies and procedures.
3. Evaluates the propriety of audit findings and recommendations. Drafts thorough, accurate, timely, and clear summaries for OEIG management, supporting recommendations relative to audit findings.
4. Reviews and evaluates RTB internal and external audits to determine whether the audits have been performed in accordance with professional or regulatory standards and best practices. Recommends and participates in follow-up investigations or additional audit activity as appropriate.
5. Collects, analyzes, and interprets information, documentation, and physical evidence associated with investigations.
6. Interviews subjects, eyewitnesses, and various other parties to gather, verify and/or corroborate evidence.
7. Conducts stationary and mobile surveillance.
8. Documents statements, observations, and evidentiary materials. Prepares investigative case reports on all investigative action taken; ensures that reports are well-written, accurate, concise, thorough, and timely.
9. Assists in developing and preparing audit procedures, manuals, and other audit practice material.
10. Maintains records of all information and material pertinent to open investigations; identifies, labels, and stores evidence and ensures the security of all pertinent stored evidence and information gathered during the investigative process. Updates agency systems with investigative information.
11. Interacts with OEIG legal staff and other agencies under the jurisdiction of the OEIG, investigative entities within other agencies, auditors, the Illinois Office of Attorney General, and various law

enforcement agencies to ensure professional cooperation and investigative efforts. Testifies in administrative and criminal court proceedings, as necessary.

12. Keeps current on State, RTB, and OEIG operations, policies, rules, regulations, and statutes. Confers with other audit professionals to increase knowledge in audit practice and technique.

ADDITIONAL RESPONSIBILITIES: Performs other duties as required or assigned, which are reasonably within the scope of the duties enumerated above.

REPORTS TO: Deputy Chief, and the Deputy Inspector General and Chief of the RTB Division

SUBORDINATE POSITIONS: None

MINIMUM REQUIREMENTS:

- bachelor's degree in accounting, business management, public administration, or a related area of study; or demonstrated knowledge, skill, mental development, and equivalent experience to four years of college; or four years of professional accounting or auditing experience in an investigative capacity;
- minimum of three years of progressively responsible experience focused on auditing, financial analysis, accounting, and operational analysis;
- knowledge of investigative techniques, practices, and concepts;
- ability to exercise independent judgment and make sound decisions effectively;
- knowledge of generally accepted accounting principles (GAAP), generally accepted auditing standards (GAAS), auditing concepts, methodologies, procedures, analytical techniques, and internal control reviews;
- strong analytical, organizational, and problem solving skills;
- high personal ethical standards due to content of work materials;
- flexibility to work independently as well as in a team environment;
- valid driver's license and ability to travel in the course of work, including overnight travel;
- demonstrated knowledge of Microsoft Office Suite (Excel, Word, Outlook) and other applications;
- ability to communicate clearly and concisely, orally and in writing, and the ability to interact professionally with others;
- professional certification as a public accountant (CPA) and/or internal auditor (CIA) or an advanced degree is highly desirable; and
- experience with public transportation agencies is desirable.

JOB STATUS: Full-time, FLSA non-exempt. This position is exempt from the State of Illinois Personnel Code.

PHYSICAL FACTORS: Duties are generally performed in an office setting and typically include:

- sitting for extended periods of time;
- using personal computer, photocopier, facsimile, telephone, and teleconference equipment;
- handling and transporting documents weighing up to 30 lbs.; and
- standing, reaching, and bending at the waist or bending of the legs.

LOCATION: The position is located in our Chicago office at 69 W. Washington Street.

HOW TO APPLY:
(The OEIG is a non-code state agency)

Applicants should select the employment tab on our website at www.inspectorgeneral.illinois.gov and click the "apply for open position" link and follow the instructions for applying.

The OEIG is an Equal Opportunity Employer and provides reasonable accommodation to applicants and employees with disabilities.